Republic of the Philippines
City of Cadiz
OFFICE OF THE CITY MAYOR

EXECUTIVE ORDER NO. 007-SGE

Series of 2020

AN ORDER ADOPTING A FOUR-DAY WORK WEEK AND FLEXIBLE WORKING SHIFT ARRANGEMENTS IN THE CITY GOVERNMENT OF CADIZ FOR THE DURATION OF THE STATE OF PUBLIC EMERGENCY

WHEREAS, it is the duty of the city government to ensure and safeguard the general welfare, health and safety of all its constituents.

WHEREAS, the World Health Organization (WHO) classified and declared the Coronavirus Disease of 2019 (COVID-19) a global pandemic.

WHEREAS, President Rodrigo R. Duterte issued Presidential Proclamation No. 922 which placed the Philippines in a State of Public Health Emergency to prevent the possible transmission of the COVID-19 virus in the country.

WHEREAS, the Civil Service Commission issued Memorandum Circular No. 07, Series of 2020 or the Interim Guidelines for Alternative Work Arrangements and Support Mechanisms for Workers in the Government for the Duration of the State of Public Health Emergency.

WHEREAS, the Cadiz City is pro-actively adopting preemptive and preventive measures to protect its constituents from any possible infection of COVID-19, especially those who provide public services, to ensure the continued functioning of local government during this crisis.

NOW THEREFORE, I, SALVADOR G. ESCALANTE, JR., by the powers vested in me by law as Mayor of Cadiz City, hereby order the following:

Section 1. *Adoption of a Four-Day Work Week Arrangement*. – In accordance with CSC MC No. 7, s. 2020 and to reduce the risk of exposure to COVID-19 of all city government employees, a four-day work week arrangement shall be temporarily implemented for the duration of the State of Public Health Emergency.

Section 2. *Scope*. - The four-day work week arrangement shall apply to all city government employees, except the following:

(a) Employees rendering public health, medical and emergency services, whether regular or casual.
(b) Employees rendering disaster preparedness and risk reduction management services, whether regular or casual.
(c) Members of the Cadiz City Inter-Agency Task Force on COVID-19 created under Executive Order No. 003-SGE, Series of 2020, who may be called upon to render public service at any day of the week regardless of time, whenever the circumstances require it.

Section 3. *Operating Guidelines*. – The four-day work week arrangement under this Order shall be implemented as follows:

(1) Subject to Section 2 hereof, the work week of city government employees shall be from Monday to Thursday for the duration of the State of Public Health Emergency. This work week arrangement shall be temporary and co-terminus with the State of Public Health Emergency of the country. Normal

government working days and hours shall be automatically restored when the State of Public Health Emergency is lifted by the President of the Philippines.

(2) Office hours for employees covered by this Order shall commence at 7:00 o' clock in the morning until 6:00 o' clock in the evening.

(3) Flexible time may be availed by employees residing in remote areas, subject to the approval of the City Mayor. In all instances, department heads of the City must ensure that all employees under their supervision shall render actual services no less than forty (40) hours per week.

(4) Department Heads of employees performing frontline service other than those enumerated in Section 2 hereof shall be required to formulate a shifting schedule. In all cases, employees are still required to meet the forty (40) hours weekly service requirement.

Section 4. *Additional Compensation and Support Mechanisms*. –

(a) Employees providing essential services to contain COVID-19 transmission as enumerated under Section 2 hereof who do not receive any additional pay under the Magna Carta for Government Health Workers shall be entitled to additional compensation from the City, subject to accounting and auditing rules.

(b) In addition, these employees shall be provided with Personal Protective Equipment (PPE) in the performance of their duties and functions, including monitoring devices such as zero-contact thermometers and thermal scanners to ensure that they shall be sufficiently protected from any possible exposure to the COVID-19 virus and other infectious diseases.

(d) Health interventions and stress debriefing programs shall be implemented to protect the well-being of the city's health professionals and disaster risk reduction practitioners while they are preventing the spread of the COVID-19 virus in the City. For this purpose, the City Health Officer shall formulate an intervention program for the COVID-19 front liners that shall incorporate a holistic approach towards the protection and promotion of their health and safety.

Section 5. *Effectivity and Separability*. - This Order shall take effect immediately. Any provision of this Order that may be declared unconstitutional or contrary to law by a court of competent jurisdiction shall not invalidate the rest of the provisions of this Order.

Section 6. *Transitory Provisions*. – For this first week of implementation, all Offices covered by this Order shall conduct business until 6:00 o' clock in the evening on March 16, 2020. For the succeeding two (2) days (March 17 and 18, 2020), business hours shall commence at 7:00 o' clock in the morning and shall end at 6:30 o' clock in the evening. The new working hours (7:00 A.M. to 6:00 P.M.) shall take effect on the third day of implementation (March 19, 2020), and shall continue to be for the duration of the State of Public Health Emergency, to ensure that all city government employees have rendered service at least forty (40) hours in a week.

16 March 2020, Cadiz City, Negros Occidental.

SALVADOR G. ESCALANTE, JR.
City Mayor